Those present: Perry Huston, Max Golladay, Bruce Coe, Julie Kjorsvik, Shannon Carlson

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner's Schedule</td>
<td>UPDATED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF's) – request for approval &amp; signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME THOMPSON
FIRST NAME RYAN
EMPLOYEE # T1571
HIRE DATE 01/05/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE SHERIFF RESERVES
OCCUP. CODE 5801
UNION 89
BASE WAGE $10.00

DEPARTMENT NAME SHERIFF

BUDGET NUMBER A. 1300251003
PERCENTAGE A. 100

POSITION DATE 01/05/04
WORK WEEK □ Standard (Mon - Fri)
□ Alternate (Fri Noon - Fri Noon)
□ 207/6 exception

GRADE 501
STEP (for "step" employees) 1
PLACEMENT (for "range" employees) 

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE [ ] FULL-TIME (1)
[ ] PART-TIME (2)
[ ] LIMITED PART-TIME (3)
[ ] TEMPORARY (4)
[ ] CASUAL (5)
[ ] SEASONAL (6)
[ ] PROJECT (7)
[ ] WORK STUDY (8)
[ ] VOLUNTEER (9)

EMPLOYEE ACTION
[ ] NEW HIRE
[ ] RE-HIRE
[ ] PREVIOUSLY ON REGULAR PAY OR SICK LEAVE
[ ] POSITION CHANGE (Describe Below)
[ ] BUDGET CHANGE (Describe Below)
[ ] LEAVE (List Type Below)
[ ] TERMINATION (Provide Separation Info)
[ ] OTHER (Describe Below)

TYPE OF SEPARATION [ ] DISCHARGE (D)
[ ] RESIGNATION (Q)
[ ] RETIRED (R)
[ ] LAID OFF (L)
[ ] FAIL PROBATION (P)
[ ] OTHER (O)
[ ] PERFORMANCE (P)
[ ] ATTENDANCE (A)
[ ] CONDUCT (C)
[ ] OTHER EMPLOYMENT (E)
[ ] PERSONAL (L)
[ ] OTHER (O)

REASON FOR SEPARATION
[ ] Eligible For Retire [ ] Ineligible For Retire

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): Moving from Reserves to Provisional Corrections Officer.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE PROV CORR OFFICER
OCCUP. CODE 5802
UNION 87
BASE WAGE $13.79

DEPARTMENT NAME

BUDGET NUMBER A. 130079951001
PERCENTAGE A.

POSITION DATE 08/09/04
WORK WEEK □ Standard (Mon - Fri)
□ Alternate (Fri Noon - Fri Noon)
□ 207/6 exception

GRADE 502
STEP (for "step" employees) 5
PLACEMENT (for "range" employees) 

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

HUMAN RESOURCES
DATE 8/9/04
COMMISSIONER #1
DATE 8/16/04
COMMISSIONER #2
DATE 8/16/04
COMMISSIONER #3
DATE 8/16/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
FOR HR USE: Eval Date Eval Rating (IF - ID - S - AA - S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>TWILLEAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>RACHEL</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>T1539</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>07/10/03</td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>corrections officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUP. CODE</td>
<td>5721</td>
</tr>
<tr>
<td>UNION</td>
<td>72</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$2391</td>
</tr>
<tr>
<td>DEPARTMENT NAME</td>
<td>SHERIFF</td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>A. 130079951001</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>A. 100</td>
</tr>
<tr>
<td>OF FULL TIME</td>
<td>$</td>
</tr>
<tr>
<td>PER HOUR</td>
<td>7-HOUR DAY</td>
</tr>
<tr>
<td>MONTH</td>
<td>8-HOUR DAY</td>
</tr>
<tr>
<td>DAY</td>
<td>8-HOUR DAY</td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>full-time (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE ACTION</td>
<td>new hire</td>
</tr>
<tr>
<td>TYPE OF SEPARATION</td>
<td>discharge (D)</td>
</tr>
<tr>
<td>REASON FOR SEPARATION</td>
<td>eligible for rehire</td>
</tr>
</tbody>
</table>

COMMENTS (include work schedule if position is less than full-time): Moving from Corrections Officer to Line Deputy position.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>patrol officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUP. CODE</td>
<td>5711</td>
</tr>
<tr>
<td>UNION</td>
<td>70</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$2912</td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>A. 1300251001</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>A. 100</td>
</tr>
<tr>
<td>OF FULL TIME</td>
<td>$</td>
</tr>
<tr>
<td>PER HOUR</td>
<td>7-HOUR DAY</td>
</tr>
<tr>
<td>MONTH</td>
<td>8-HOUR DAY</td>
</tr>
<tr>
<td>DAY</td>
<td>8-HOUR DAY</td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

- DEPARTMENT HEAD / ELECTED OFFICIAL: [Signature] 8-9-04
- BUDGET PAYROLL: [Signature] 8/16/04
--human resources: [Signature] 8/16/04
- COMMISSIONER #1: [Signature] 8/16/04
- COMMISSIONER #3: [Signature] 8/16/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04 FOR HR USE: Eval Date 8-9-04 Eval Rating (EX - ID - S - AA - S) Initial
### Section 1: Employee (Complete in Full)

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRED DATE</th>
<th>ADJ. HIRED (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAVES</td>
<td>ERIC</td>
<td>V1649</td>
<td>08/09/04</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2: Current Status (Complete in Full)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Longevity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Allowance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Sickness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 3: Type of Action

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>PART-TIME</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMIT PART-TIME</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>temporary</td>
<td>Merit / Step</td>
<td>Laid off (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>casual</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>Failure Probation (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>seasonal</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>project</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>work study</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</td>
<td></td>
</tr>
<tr>
<td>volunteer</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

### Section 4: New Status (Enter only data to be changed)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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<tbody>
<tr>
<td>PATROL OFFICER</td>
<td>5711</td>
<td>70</td>
<td>$3020</td>
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<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td></td>
<td>1. Longevity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Allowance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Sickness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>08/09/04</td>
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<td>511</td>
<td>2</td>
<td></td>
<td>08/09/04</td>
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</table>

### Section 5: Signatures (Must be signed in blue ink)

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET PATROL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION</th>
<th>FOR HR USE: Eval Date</th>
<th>Eval Rating (IE – ID – S – AA – S) Initial</th>
</tr>
</thead>
</table>
## KITITAS COUNTY PERSONNEL ACTION FORM (PAF)

### SECTION 1: EMPLOYEE (COMPLETE IN FULL)
- **Last Name:** Weyand
- **First Name:** Marsha
- **Employee #:** W0038
- **Hire Date:** 04/18/79

### SECTION 2: CURRENT STATUS (COMPLETE IN FULL)
- **Job Title:** Appraiser III - Sales Analyst
- **Occup. Code:** 2175
- **Union:** 10
- **Base Wage:** $3,509

#### Department Name
- **Assessor's Office**

#### Budget Number
- **A.** 1-1051001
- **B.**

#### Position Date
- **03/01/03**

#### Workweek
- **Standard (Sun - Sat)**

#### Grade
- **275**

#### Step (for "step" employees)
- **3**

#### Type of Separation
- **New Hire**

#### Reason for Separation
- **Fiscal Year**
- **Performance (P)**
- **Attendance (A)**
- **Conduct (C)**
- **Other Employment (E)**
- **Personnel (L)**
- **Other (O)**

#### Comments (include work schedule if position is less than full-time): A stipend of $150/monthly will be paid in recognition of the Sales Analyst duties she will retain for an interim period. The stipend will cease when and if a bargaining unit member becomes available who is able to fulfill the Sales Analyst duties OR in the event that the Assessor determines the duties are no longer necessary to complete. Will be re-evaluated in upcoming budget and successive budget periods.

### SECTION 3: TYPE OF ACTION
- **Employee Type:** Full-Time (1)
- **Employee Action:** New Hire (E)
- **Type of Separation:** Discharge (D)

### SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)
- **Job Title:** Administrative Assistant III
- **Occup. Code:** 3376
- **Union:** 30
- **Base Wage:** $3,203

#### Department Name
- **Assessor's Office**

#### Budget Number
- **A.**

#### Position Date
- **09/20/04**

#### Workweek
- **Standard (Sun - Sat)**

#### Grade
- **376**

#### Step (for "step" employees)
- **6**

### SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)
- **Human Resources:**
  - **Date:** 8/10/04
  - **Signature:** [Signature]

- **Commissioner #1:**
  - **Date:** 8/14/04
  - **Signature:** [Signature]

- **Commissioner #2:**
  - **Date:** 8/16/04
  - **Signature:** [Signature]

- **Date:** 8/16/04

---

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date: [ ] Eval Rating (1E - ID - S - AA - S) Initial: [ ]
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME  LINDER       FIRST NAME  BILL       EMPLOYEES #  L1528       HIRE DATE  03/19/04       ADJ. HIRE (if different)

JOB TITLE  LABORER

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

OCCUP. CODE  4806       UNION  86       BASE WAGE  $13.25 HR

DEPARTMENT NAME  PUBLIC WORKS

BUDGET NUMBER  A. 106-54200

PERCENTAGE  A. 100%

% OF FULL TIME

FOR HR USE

Other Comp. (describe in "comments")

FOR HR USE

PER HOUR  MONTH  DAY

B.

7-HOUR DAY  8-HOUR DAY

POSITION DATE  3/19/04

WORKWEEK  Traditional (Sun – Sat)

A. Leave

GRADE  4010

STEP (for "step" employees)

PLACEMENT (for "range" employees)

FOR HR USE

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE

- FULL-TIME (1)
- PART-TIME (2)
- LIMITED PART-TIME (3)
- TEMPORARY (4)
- CASUAL (5)
- SEASONAL (6)
- PROJECT (7)
- WORK STUDY (8)
- VOLUNTEER (9)

EMPLOYEE ACTION

- NEW HIRE
- RE-HIRE
- MERIT / STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

TYPE OF SEPARATION

- DISCHARGE (D)
- RESIGNATION (Q)
- RETIRED (R)
- LAYED OFF (L)
- FAIL PROBATION (P)
- OTHER (O)

REASON FOR SEPARATION

- PERFORMANCE (P)
- ATTENDANCE (A)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

Eligible For Rehire

Ineligible For Rehire

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time):

TO CORRECT/AMEND HIRE DATE AND TERMINATION DATE TO ACTUAL. THIS PAF REPLACES (CORRECTS) PREVIOUS PAF SIGNED BY BOCC ON 08/09/04.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE

DEPARTMENT NAME

FOR HR USE

Other Comp. (describe in "comments")

FOR HR USE

PER HOUR  MONTH  DAY

B.

7-HOUR DAY  8-HOUR DAY

BUDGET NUMBER

PERCENTAGE

% OF FULL TIME

FTE WAGE (IF < 100%)

POSITION DATE

WORKWEEK  Traditional (Sun – Sat)

A. Leave

GRADE

STEP (for "step" employees)

PLACEMENT (for "range" employees)

EFFECTIVE DATE  08/12/04

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL  DATE  BUDGET/PAYROLL  DATE

HUMAN RESOURCES  DATE  COMMISSIONER #1  DATE

COMMISSIONER #2  DATE  COMMISSIONER #3  DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/17/04

FOR HR USE: Eval Date

Eval Rating (1E – 1D – S – AA – S) Initial
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

NAME: LINDER BILL

Employee #: L1528

HIRE DATE: 03/22/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: LABORER

OCCUP. CODE: 4806

UNION: 86

BASE WAGE: $13.25 HR

DEPARTMENT NAME: PUBLIC WORKS

BUDGET NUMBER: A. 106-54200

PERCENTAGE: A. 100%

% OF FULL TIME: $0

FOR HR USE:

PER HOUR ☐ MONTH ☐ DAY ☐ 7-HOUR DAY ☐ 8-HOUR DAY

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE:

□ FULL-TIME (1)

□ PART-TIME (2)

□ LIMITED PART-TIME (3)

□ TEMPORARY (4)

□ CASUAL (5)

□ SEASONAL (6)

□ PROJECT (7)

□ WORK STUDY (8)

□ VOLUNTEER (9)

EMPLOYEE ACTION:

□ NEW HIRE

□ RE-HIRE

□ MERIT / STEP

□ POSITION CHANGE (Describe Below)

□ BUDGET CHANGE (Describe Below)

□ LEAVE (List Type Below)

□ TERMINATION (Provide Separation Info)

□ OTHER (Describe Below)

□ DISCHARGE (O)

□ RESIGNATION (Q)

□ RETIRED (R)

□ LAID OFF (L)

□ FAIL PROBATION (P)

□ OTHER (O)

□ PERFORMANCE (P)

□ ATTENDANCE (A)

□ CONDUCT (C)

□ OTHER EMPLOYMENT (E)

□ PERSONAL (L)

□ OTHER (O)

Eligible For Rehire ☐ Ineligible For Rehire ☐

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time):

END OF SEASONAL SEALCOAT WORK; MAXIMUM PERIOD OF EMPLOYMENT FOR SEASONAL WORK.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

FOR HR USE:

PER HOUR ☐ MONTH ☐ DAY ☐ 7-HOUR DAY ☐ 8-HOUR DAY

DEPARTMENT NAME

BUDGET NUMBER:

PERCENTAGE:

% OF FULL TIME: $0

FOR HR USE:

PER HOUR ☐ MONTH ☐ DAY ☐ 7-HOUR DAY ☐ 8-HOUR DAY

POSITION DATE:

□ Traditional (Sun - Sat)

□ Alternate (Fri Noon-Mon Noon)

□ 207Q exception

□ Traditional (Sun - Sat)

□ Alternate (Fri Noon-Mon Noon)

GRADE

□ STEP (for "step" employees)

□ PLACEMENT (for "range" employees)

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE: 08/29/04

BUDGET PAYROLL

DATE: 08/29/04

HUMAN RESOURCES

DATE: 08/29/04

COMMISSIONER #1

DATE: 08/29/04

COMMISSIONER #2

DATE: 08/29/04

COMMISSIONER #3

DATE: 08/29/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date: [ ] Eval Rating (E = 10 - S = AA - $) Initial [ ]

Updated: 03/17/04
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COX</td>
<td>LINDA</td>
<td>C1548</td>
<td>07/30/03</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX ROLL DEPUTY</td>
<td>3261</td>
<td>20</td>
<td>$1866</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

TREASURER'S

**BUDGET NUMBER**

A. 001-3151001

**PERCENTAGE**

A. 100%

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMITED PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>elig ible for Rehire</td>
<td>Ineligible for Rehire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time): ON 07/21/04 LINDA WAS ASSIGNED TO FULFILL SOME OF THE JOB DUTIES OF THE TAX DEPUTY POSITION DUE TO THE REVENUE OFFICER OUT OF OFFICE ON FMLA. LINDA HAS RESUMED HER REGULAR JOB DUTIES EFFECTIVE 08/05/04.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1816</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

A.

**PERCENTAGE**

A.

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD/ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date _____ Eval Rating (IE - ID = S - AA = S) Initial _____
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Corns
FIRST NAME: Bonnie
EMPLOYEE #: C1620
HIRE DATE: 8/4/04
ADJ. HIRE (if different): 8/4/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: CHS Manager
OCCUP. CODE: 2554
UNION: 50
BASE WAGE: $3213.00

DEPARTMENT NAME: Public Health

BUDGET NUMBER: A. 116 612151001
PERCENTAGE: 100%
FTE WAGE (IF < 100%)

POSITION DATE: 8/4/04
WORK WEEK: Standard (Sun - Sat)
GRADE:
STEP (for "step" employees): 
PLACEMENT (for "range" employees): 
FOR HR USE

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE: FULL-TIME (1)
PART-TIME (2)
LIMITED PART-TIME (3)
TEMPORARY (4)
CASUAL (5)
SEASONAL (6)
PROJECT (7)
WORK STUDY (8)
VOLUNTEER (9)

EMPLOYEE ACTION: NEW HIRE
RE-HIRE
MERIT / STEP
POSITION CHANGE (Describe Below)
BUDGET CHANGE (Describe Below)
LEAVE (List Type Below)
TERMINATION (Provide Separation Info)
OTHER (Describe Below)

TYPE OF SEPARATION: DISCHARGE (D)
RESIGNATION (Q)
RETIRED (R)
LAID OFF (L)
FAIL PROBATION (P)
OTHER (O)

REASON FOR SEPARATION: PERFORMANCE (P)
ATTENDANCE (A)
CONDUCT (C)
OTHER EMPLOYMENT (E)
PERSONAL (L)
OTHER (O)

Eligible For Rehire
Ineligible For Rehire

Comments (include work schedule if position is less than full-time): Bonnie Corns will assume the Community Health Services Manager position effective 8/4/04.

Currently a student intern.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE
OCCUP. CODE
UNION
BASE WAGE

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL
DATE: 8/4/03
HUMAN RESOURCES
DATE: 8/1/04
COMMISSIONER #1
DATE: 8/11/04
COMMISSIONER #2
DATE: 8/16/04
COMMISSIONER #3
DATE: 8/16/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
FOR HR USE: Eval Date: [1] Eval Rating (1E - 4D - S - AA-S) Initial: [ ]
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on 8/16/21 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant # 81014413 through 81014624 in the amount of $ 82,057.33.

Auditing officer’s notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________.

Commissioner Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________.
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on 8/16/20 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant #101414149 through ___________ in the amount of $415.75.

Auditing officer’s notes: Voided Warrant

Commissioner Remarks:
<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>FOLLOW UP</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-09-04</td>
<td>Notice from the WA. St. Liquor Control Board</td>
<td>Following License Expires November 30, 2004: Elly's At Easton</td>
<td></td>
<td></td>
<td>WA St. Liquor Control Board</td>
</tr>
<tr>
<td>08-09-04</td>
<td>Meeting Notice Cancellation</td>
<td>State of WA Forest Practices Board cancelled meeting for August 11, 2004</td>
<td></td>
<td></td>
<td>State of WA Forest Practices Board</td>
</tr>
<tr>
<td>08-09-04</td>
<td>Letter from King County Council</td>
<td>Invite October 13 &amp; 14 tour and casual dinner at Harborview Hospital.</td>
<td>Each Commissioner Received a Copy</td>
<td></td>
<td>Events</td>
</tr>
<tr>
<td>08-09-04</td>
<td>Letter from Harold Hochstatter</td>
<td>Response to Caribou Road Issues</td>
<td>Copy to Bruce and Max</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>08-09-04</td>
<td>Workshops</td>
<td>2005 General Purpose Grant Application Workshops Moses lake September 9th 2004</td>
<td></td>
<td></td>
<td>State of WA Department of Community Trade and Economic Development</td>
</tr>
<tr>
<td>08-10-04</td>
<td>Email from Les Wigen</td>
<td>The Cascade Times Article</td>
<td>Email forwarded to the Board</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>08-10-04</td>
<td>Memo from CDS-Jan Sharar</td>
<td>SEPA Revised Notice of Action Pat and Mary Burke</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-11-04</td>
<td>Fax from Max Benitz</td>
<td>Yakima Sub-Basin Fish and Wildlife Comments</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>08-11-04</td>
<td>Email from Max Bentiz</td>
<td>Yakima SubBasin meeting agenda August 11, 2004 6-8 pm. Zillah Civic Center</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>08-12-04</td>
<td>Notice from the Department of Ecology</td>
<td>Draft Clean up Action Plan Submitted for Review and Comment</td>
<td></td>
<td></td>
<td>WA State Dept. Of Ecology</td>
</tr>
<tr>
<td>08-12-04</td>
<td>Newsletter</td>
<td>Pulse-KVCH Newsletter</td>
<td></td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>08-12-04</td>
<td>Letter from the Sheriff</td>
<td>Hazard Mitigation Plan Meeting August 26, 2004 3:00 P.M.</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Sheriff</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
<td>ACTION</td>
<td>FOLLOW UP</td>
<td>FILE REFERENCE</td>
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<td>-----------------------------</td>
<td>---------------------------------------------------</td>
<td>-------------------</td>
<td>-------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>08-13-04</td>
<td>Letter from EFSEC</td>
<td>Kittitas Valley Wind Power Project Notice of Postponement</td>
<td></td>
<td></td>
<td>State of Washington Energy Facility Site Evaluation Council</td>
</tr>
<tr>
<td>08-13-04</td>
<td>Memo from Debbie Wilke</td>
<td>2005 WACO Budget Request and Memo from Bill Vogler WSAC proposed Dues</td>
<td></td>
<td>Copy to Judy Pless</td>
<td>WSAC</td>
</tr>
<tr>
<td>08-13-04</td>
<td>Insurance Information</td>
<td>Ellensburg Rodeo</td>
<td></td>
<td>Copy to Judy Pless and Prosecutors</td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
</tbody>
</table>